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Administrative Officer

1. Administration:

- _a. Property Officer. (All requisitions)
 - b. Transportation officer property or contract or air)
 - c. Finance Officer. (Clear expense youthers through)
 - d. General administration of outer office.
 - e. Supervision of files, particularly administrative and training.
- f. Security officer.

2. Training:

- a. Responsibility for one-day Indectrination Course.
- b. Scheduling and arrangement of classrooms.
- c. Assisting the Executive for Staff Training in scheduling and running organized courses.
 - d. Lecturing in staff courses when required.
 - e. Assisting in undercover training when required.

3. Manual and Research:

- a. Responsible for all manual files
- b. Assistant Librarian (will keep adequate records on all books, films, etc.)
 - c. Responsible for research in field of propaganda.

Executive for Assessment

1. Assessment:

- a. The supervision of all Assessment, whether overt or covert (In the c ase of covert assessment, however, assessment will be done under the general direction of the Executive for Undercover Training.)
- b. Constant research in new essessment techniques, including validation studies of performances in the field.
- c. Subject to SEU regulations and upon orders from the Chief, Training Branch, the procurement and training of essessment personnel, including undersover assessors.
- d. Any lecturing in Staff Courses that may be necessary in connection with personnel procurement and evaluation.
 - go The preparation and filing of all required reports.
- f. The lisison, within or cutside SSU, necessary to carry out the above duties.

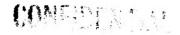
Assistant Executive for Staff Training and Chief Instructor in Counter-Intelligence Techniques.

1. Training:

- a. To assist the Executive for Staff Training and to act For him in his absence.
- b. To assume particular responsibility for the security of Staff Training and for any staff training in Counter-Intelligence Techniques. Photography, and Investigative Aids.
- c. To assist in any undercover training that may be necessary, when so directed.
- d. To maintain the necessary limison within SSU in order to carry out the above duties.

2. Research and Manual:

- a. To be responsible for the manual section on Photog-raphy and Investigative Aids.
- b. To prepare lectures for other sections of the manual upon request.
- g. To prepare and have in constant readiness the necessary equipment for undercover training in Photography and Investigative Aids.
 - d. To prepare other training materials when requested,
- e. To be responsible for constant research in the fields of Counter-intelligence, communications, and investigative techniques.
- f. To maintain the necessary liaison to carry out the above duties.





Executive for Undercover freining

1. Training:

- a. The supervision of undercover training, including:
- (1) The initial planning of training essignments in conjunction with the desk involved and Security, subject to the provisions of the PSRO and Training SOP's on procedures for Undergover Training.
- (2) The assignment of appropriate instructors for each jeb.
- (3) The proparation of schedules and the constant supervision of each undergover training assignment.
- (4) The setting up and supervision of undersover assessment, when requested, with the Executive for Assessment.
- (5) The preparation of all teaching materials necessary for each accignment.
- (6) Upon completion of each assignment, the properation of the accessary reports and evaluations.
- (7) On occasion, the instruction of undercover personnel, including undercover tutors.
- (6) Themaintenance of the necessary files and records on undercover training.
- (9) The limison within SSU and with estaids agencies messagery to the conduct of the above duties.

b. Any assistance in Staff or Special Training that may be necessary and feasible.

2. Research and Manual.

- a. The responsibility for the manual section on intelligence objectives and reporting.
- b. The preparation of lectures for other sections of the Manual when requested.
- g. In ecoperation with the Executive for Staff Wraining, constant research in clandestine techniques.
- d. The ligion within SSU or with outside agencies necessary to carry out the above duties.

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Executive for Staff Training

1. Training:

- a. The setting up and supervision of:
 - (1) Intelligence Courses (Old Besit) (To assume responsibility after completion of surrent course.)
- (8) Any staff course set up in future (e.g. CI, Op. desk, etc.)
 (8) Special Training (Supervision and handling of tutorial training in Que Building.)
- b. The necessary instruction in any of above.
- e. When directed, instruction of undercover eperators, including undercover tutors.
- d. Any limison within SaU necessary in the conduct of the above duties.

2. Research and Manual:

- a. Responsibility for the manual section on Secret Intelligence.
 - b. Research files on Europe, Hear East, Africa, Russia.
- e. Preparation of lectures for other sections of manual, when requested.
- . Preparation of teaching materials for undercover training when requested.
- e. Constant research, in cooperation with the Executive for Undercover Training, in operational techniques, both positive and defensive. This research should include interviews with men returned from overseas as well as efforts to validate techniques used in the field.
- f. Any limison within SSU necessary to carry out the above duties.

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